

Records Retention Schedule

Key to table:

C = After case is closed
 E = After expiration of form
 P = Permanent retention; do not discard
 R = After retirement of item from PAIRS
 U = After unconditional release or sale of item
 V = After return or unconditional release/sale of vehicle

m = month

y = year

DOE = DOE Order Series 1242

GRS = Federal General Records Schedules

Internal = Retention determined by BUS-6

Note: Unless otherwise noted in the table, PAs are to keep their file copies of all documents until the next utilization review. After any and all corrective actions included in the PS's review report have been completed, the PA copies should be disposed of.

Document Name	Office	Retain for	Reference
Affidavit of Introduction of Property into Radiological Area	BUS-1	5 y R	DOE 8
Biennial Review of Equipment in Spare Account 0020	BUS-6	5 y	DOE 11
Certification for Government Furnished Equipment, Form 1054	GFP	5 y R	DOE 8
Confirmation of Receipt	BUS-4	5 y R	DOE 8
Credit Slip	BUS-4	3 y	GRS 8
Custodial Accountability Transfers (electronic)	PAIRS	4 y	DOE 8
Custodian Accountability Statements	PA	Current one only	DOE 8
Equipment Gift Agreement	JCNNM	10 y U	DOE 9

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Document Name	Office	Retain for	Reference
Excess Property Information Sheet	PA	Through next annual DOE Review	Internal
Follow-up Document	Loans	5 y R	DOE 8
Government Vehicle Control	FMS	3 y E	DOE 10
Inventory Reports	BUS-6	P	Internal
Loan Extension Affidavit	Loans	5 y R	DOE 8
Loan Extension Letter	Loans	5 y R	DOE 8
Material Shipping Request			
1) Property-numbered	BUS-1	10 y U	DOE 9
2) Non-property numbered	JCNNM	10 y U	DOE 9
Memorandum of Understanding	Loans	5 y R	DOE 8
Monthly Motor Vehicle Use Record, Form 494	PA	3 y	GRS 10
Motor Vehicle Accident Report, Form 91	GSA	6y C (if 3rd. party involved) V (if no 3rd. party)	GRS 10
Property Management System Self -Evaluation Questionnaire	GFP	5 y	DOE 11
Personal Property Loan Agreement	Loans	5 y R	DOE 8
Precious Metal Audit	BUS-6	5 y	DOE 11
Property Inventory	GFP	Through next DOE annual review	Internal
Property Pass record	PA	5 y R	DOE 8
Property Removal/Pass Request Form	PA/BUS-6	5 y R	DOE 8
Property Transfer Slip (transfer)	BUS-1	4 y	DOE 8

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Document Name	Office	Retain for	Reference
Confirmation of Receipt	BUS-1	5 y R	DOE 8
Receiving Report	BUS-4	5 y R	DOE 8
Report of Expended Precious Metals	BUS-6	5 y R	DOE 8
Report of Lost, Destroyed, or Damaged Property, Form 251-R	BUS-1	5 y R	DOE 8
Request for Additional Vehicles, Form 206D	FMS	Through next DOE annual review	Internal
Shipping Manifest, Form 1118	BUS-1	5 y R	DOE 8
Statement of Witness, Form 94	GSA	6y C (if 3rd. party involved) V (if no 3rd. party)	GRS 10
Stock Issue slip	BUS-4	3 y	GRS 8
Transport Pass record	PA	5 y R	DOE 8
Trip Log	PA	3 m V	GRS 10/ Internal
Walk-through documents (all)	BUS-6	5 y	DOE 11